



2018 SPECIAL EVENT PERMITS APPLICATION PROCESS

Overview

A Special Event Permit is required if your gathering has any of the following elements:

- 100 or more participants
- Any advertising or sponsorship activities
- Selling and/or distributing food, goods or merchandise (this includes classes or boot camps)
- Admission
- Tents
- Inflatables
- Stages
- Walk/Run/Parade
- Specific location reservations

To download the 2018 application forms for:

- Special Event Permit
- B-Line /Clear Creek Trail Event Permit
- Alcohol Guidelines
- Mobile Stage Rental

Go to: <https://bloomington.in.gov/parks/rentals/mobile-stages>

Permit Process

1. Choose a specific location and date for your event. You are encouraged to choose an alternative location and/or date in the event that your first choice is not available. If you are unsure whether or not a permit is required for your event, please call (812) 349-3725.
2. Complete all sections of the Bloomington Parks and Recreation Department (BPRD) Event Permit Application. All proposed activities and events are subject to the approval of the BPRD. The BPRD will not consider your submittal if the application is incomplete and does not include the \$25 application fee.
3. Submit the completed application and \$25 application fee by U.S. mail, delivery in person, fax or email. If submitting by e-mail or fax, call with credit card information. Submittal of an application does not grant you a permit or confirmation to conduct your planned event; all applications are subject to review. Completed applications with appropriate fees and requested documentation and/or additional information must be submitted at least six weeks prior to your event; otherwise, applications will be denied or late fees may apply.
Please note: Only applications delivered in person to 401 N. Morton St., Suite 250 will be processed beginning January 3, 2018 beginning at 8:00a.m. Applications submitted by mail, e-mail and fax, and all applications received prior to 8:00a.m. on January 3, 2018 will not be processed until January 4, 2018. Furthermore, only completed applications submitted with the \$25 application fee will be processed.



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4. The BPRD processes applications for permits in order of receipt. The BPRD will not consider your submittal without a completed application and a \$25 application fee.
5. Upon receiving your completed application and \$25 application fee, the BPRD will contact you to inform you of the status of your application. You will be informed of any remaining fees that must be paid along with any additional documentation requirements (i.e. certificate of insurance). The BPRD reserves the right to require additional information or documentation regarding the applicant, applicants company, sponsoring company/organization, cosponsors, event participants, event vendors, event activities, or the event itself. Moreover, the BPRD may postpone approval of event permits until receipt of additional requested information or documentation. Failure to submit requested information or documentation in a timely manner may be cause for denial of a park permit.
6. Insurance: During the performance of any and all Services under this Agreement, permit applicant shall maintain the following insurance in full force and effect:
 - a. **General Liability Insurance, with a minimum combined single limit of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate.**
 - b. Automobile Liability Insurance, with a minimum combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
 - c. Workers' Compensation Insurance in accordance with the statutory requirements of Title 22 of the Indiana Code.All insurance policies shall be issued by an insurance company authorized to issue such insurance in the State of Indiana. The City of Bloomington, the City, and the officers, employees and agents of each shall be named as an additional insured under the General Liability, Automobile, and Worker's Compensation policies, and such policies shall stipulate that the insurance will operate as primary insurance and that no other insurance affected by the City will be called upon to contribute to a loss hereunder.
7. Applicants are required to inform the BPRD in writing of any and all amendments to the original application prior to the event day.
8. Once all of the BPRD requirements have been fulfilled, including receipt of all documents and full payment, a Special Event Permit will be issued.
9. Please note: Costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit, and changes/modifications relative to the event from the BPRD and/or other City of Bloomington departments is at the sole expense and risk of the Event Organizer.

Submit the completed Special Event Permit along with the \$25 application fee to:

Crystal Ritter
Bloomington Parks and Recreation Department
401 N. Morton St., Suite 250
Bloomington, IN 47402
Telephone: (812) 349-3725
Fax: (812) 349-3705



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2018 Application, Agreement and Guidelines for Special Event Permits

Thank you for considering the City of Bloomington Parks and Recreation Department (BPRD) facilities for your special event. We look forward to having you in the park and ask that you follow these rules to ensure that your event goes smoothly and that park resources are protected. Failure to comply with these rules could result in the partial or total loss of your damage deposit. Best wishes for a safe and successful event!

Return this application and the additional fees/forms to the City of Bloomington Parks and Recreation Department at least **six weeks prior** to your event. Submitting this Event Permit Application is not a confirmation to conduct your planned event. Your application will be processed and you will receive notice of approval or rejection within two weeks. Once approved, it may be necessary to set up a planning meeting with BPRD staff. **Incomplete applications will not be accepted. If your application is accepted, this document becomes the Agreement governing your use of the park for the events described herein.**

APPLICATIONS MUST HAVE THE FOLLOWING TO BE ACCEPTED

- | | |
|--|--|
| <input type="checkbox"/> Application for Rental Agreement | <input type="checkbox"/> Event Site Plan |
| <input type="checkbox"/> Application Fee \$25/non-refundable | <input type="checkbox"/> Event Agenda/Activities |

Rental/Permit Fees and Damage Deposits and Certificate of Insurance:

Damage deposits, rental/permit fees and certificate of insurance are required within ten days following approval of permit application and receipt of invoice. Event date will only become final once all payment(s) have been received.

Checks should be made payable to City of Bloomington and mailed to:
PO Box 848, Bloomington, IN 47402 or dropped off at
401 N. Morton St., Suite 250, Bloomington, IN 47402

Damage Deposit:

BRPD will return deposits within 30 days after the event. BRPD will issue the refund if the rented area is found to be in the same condition prior to the event. Otherwise, the Department will confirm in writing how it had to use the deposit (or a portion of it) to clean the area and repair any damage.

Refunds:

The City of Bloomington Parks and Recreation Department will refund 50% of prepaid fees when cancellations are made at least 15 days before the event. Cancellations made less than 15 days before the event will result in the forfeiture of the entire rental fee as well as the damage deposit. Refunds will not be issued due to inclement weather.

Insurance:

During the performance of any and all Services under this Agreement, permit applicant shall maintain the following insurance in full force and effect:

- a. **General Liability Insurance, with a minimum combined single limit of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate.**
- b. Automobile Liability Insurance, with a minimum combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
- c. Workers' Compensation Insurance in accordance with the statutory requirements of Title 22 of the Indiana Code.

All insurance policies shall be issued by an insurance company authorized to issue such insurance in the State of Indiana. The City of Bloomington, the City, and the officers, employees and agents of each shall be named as an additional insured under the General Liability Automobile, and Worker's Compensation policies, and such policies shall stipulate that the insurance will operate as primary insurance and that no other insurance affected by the City will be called upon to contribute to a loss hereunder.

**Runs/Walks/Parade approvals:**

1. All routes that include city streets must first receive a parade permit from the Bloomington Police Department (Scott Oldham, (812)349-3309). Upon receiving approval, all applicants must then...
2. Contact the Department of Economic and Sustainable Development for any street closure approvals at (812)349-3418.
3. Lastly, if use of park land or facilities is requested, applicants must turn in an event permit application or B-Line permit application to the Parks and Recreation Department after successfully completing the above mentioned steps (Crystal Ritter, (812) 349-3725).

Meeting:

Once the application has been approved, BPRD staff will contact the applicant to determine if a planning meeting is necessary. If deemed necessary, this meeting will be mandatory to work out all the details of the event.

Walk-through:

You are responsible for scheduling a “walk-through” of your event with park staff to review your site plan. This should take place once the application has been approved and no less than two weeks prior to the date of your event. The purpose of the walk-through is to make you completely aware of all site guidelines and to answer any additional questions you may have. Contact Crystal Ritter (812)349-3725.

Vehicles and Parking:

Vehicles are not allowed on Park property (other than streets and parking areas) without prior written approval. Failure to comply with this guideline will result in a loss of deposit. Parking is permitted in designated park parking lots.

Food and Drink:

Alcohol is not permitted in any park. Absent explicit consent from the Director of Parks and Recreation and the Park Board of Commissioners, consumption of alcoholic beverages in parks is prohibited. Persons observed consuming alcohol in violation of any law, regulation, ordinance or rule are subject to arrest. Any rental group given explicit consent to consume alcoholic beverages in the park must do so in compliance with all state and federal regulations. In addition to state and federal regulations, groups must also employ security to be present during the entire event at which alcohol is to be served.

Non-catered events serving food or beverages must place a protective material around serving areas to prevent staining and/or the contamination of Park grounds. Monroe County Health Department requirements apply for any groups planning to sell food.

Grilling in parks is only allowed where grills have been permanently installed by the Parks Department. Personal grills of any kind are not permitted. The dumping of hot coals or grease on Park property is not allowed. If either is found after an event, the amount for cleaning and removal plus labor will be retained from the damage deposit.

Trash Removal/Recycling:

You are responsible for securing additional receptacles or having your trash hauled away if park containers won't accommodate the needs for your event. Bagged trash (10 bag maximum) may be placed next to a park trash receptacle after an event for park staff to remove. You are responsible for providing trash bags and any additional trash receptacles as needed. Trash that is not disposed of properly or overfills a receptacle may result in a loss of deposit. Dumpsters are to be placed in designated areas or as approved by park staff. You are responsible for taking any recycling to the recycle center.

Portable Toilets:

You are responsible for securing the appropriate number of portable toilets for your event (1 per 500 attendees). They should be delivered at the latest date and time possible prior to your event and removed from Park property no more than 24 hours after your event ends. BPRD takes no responsibility for any damage to portable toilet prior to removal. Portable toilets are to be placed in designated areas or as approved by park staff. If portable toilets require hoses for a water source, the vendor must supply the hose.

Tents/Displays:

Bloomington Parks and Recreation is not responsible for any tents or items set up for your event. You are responsible for scheduling security to watch over your area. Staking tents is not permitted without approval. You are responsible for contacting the Parks Operation Department (Mark Marotz (812)349-3498) to confirm the location of irrigation lines before any tent is staked. It is the responsibility of the renter to contact Indiana811 (1-800-382-5544) to locate any utility lines prior to staking any tents in any parks. **All components of vendor display, including tents, umbrellas and signs, must be properly secured on all sides.**

**Child Supervision:**

If children under the age of 18 are part of the event, it is your responsibility to provide adequate supervision.

Safety:

The possession of alcoholic beverages, drugs and other illegal controlled substances is prohibited in any park or park facility. In addition, pursuant to Bloomington Municipal Code 14.20.020, the discharge of a firearm is strictly prohibited within the City's jurisdiction. Amplified music, or the promotion or sale of any article is expressly prohibited without a Special Use Permit.

The individual or group is totally responsible for the behavior and actions of those individuals attending their event and shall take reasonable care to ensure that its participants, spectators or employees do not bring prohibited items into the event.

Copyright:

It is the applicant's responsibility to comply with federal and state copyright laws applicable to any of the activities of the event.

Noise Permits:

It is the responsibility of the applicant to secure proper noise permits from the Department of Public Works. Applicants can call (812)349-3410 for additional information.

Violations:

Park facilities must be used solely in accordance with the City of Bloomington Parks and Recreation policies and procedures; BPRD retains the right to revoke a special use permit any time upon violation of your agreement or the risk or threat of a violation of your agreement.

Failure to comply with any of the provisions of this Agreement may constitute a violation. In addition, the following activities are examples of violations of this Agreement: gambling, profanity, dangerous activities, unauthorized vending (including the sale of alcohol, tobacco or drugs) excessive guests, excessive noise, or other activities which cause a disturbance to other nearby park activities or are in violation of state law and local ordinances. Sleeping (overnight camping) in parks, golf courses, or any other park premises is prohibited.

By signing and submitting this application, the permit applicant agrees to abide by the rules and regulations of the Department of Parks and Recreation including, but not limited to, the conditions as stated on this application and the City of Bloomington Parks and Recreation Department Rental Agreement.

Please Read Carefully :

I, a duly authorized representative of the applicant, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the applicant to apply for this permit and have read, understand and agree to comply with all rules concerning the use of a Bloomington Parks and Recreation park. The applicant agrees that while renting the park, the applicant will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person's race, color, sex, religion, creed, sexual orientation, national origin or ancestry, age or handicap. Under this Special Event Permit, the applicant assumes all responsibility for proper conduct in the park as outlined above, including assuring there is no consumption of alcoholic beverages.

I _____, on behalf of the permit applicant, shall agree to release, hold harmless, and forever indemnify the City of Bloomington, its employees, officers, and agents from any and all claims or causes of action that may arise from the activities described herein. This includes claims for personal injury, property damage, and/or any other types of claim which may arise from these activities, whether such claims may be brought by the permit applicant or any of its agents, or by any third party.

I have read this release and understand all of its terms. I agree with its terms and sign it voluntarily.

Signature

Date



401 N. Morton St. • Suite 250

P.O. Box 848 • Bloomington • IN • 47402

OFFICIAL EVENT PERMIT APPLICATION FOR PARKS/FACILITIES

City of Bloomington Parks and Recreation Department (BPRD)

(Please Print or Type)

- Parks operating hours are 5:00a.m. to 11:00p.m.
 - Permit applications must be submitted to the Department at least **six weeks prior** to event
 - An application for Special Use shall not become a permit until it has been approved and signed by the Department.
- Application approval will not be finalized without submittal of an application, certificate of insurance and payment of all fees/charges/deposits.

Type of Organization: (check all that apply)

☐ Governmental:

☐ City of Bloomington

☐ Monroe County

☐ Other _____

☐ Department-Affiliated

☐ Non-Profit

Tax ID# _____

Non-Profit Fundraising Event

Tax ID# _____

☐ Private – City Resident

☐ Private – Non-Resident

☐ Profit Making

☐ Other _____

Please complete entire application:

Date of Application: _____

Date of Proposed Event: _____

Contact Information:

1. Organization applying for Special Use Event Permit:

Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Fax: _____

E-mail: _____

2. Name of organizational **contact** responsible for managing event

(Please list the one representative that will be responsible for all communication):

Name: _____ Title: _____

Address/Phone Number (If different)

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Fax: _____

E-mail: _____



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Event Logistics:

3. Name of event: _____

4. Type of event: (Please check as many as applicable)

- ☐ Concert ☐ Entertainment ☐ Parade (*) ☐ Public Info. ☐ Environmental
☐ Cultural ☐ Endurance ☐ Sports ☐ Walkathons/fitness Walk (*)
☐ Reunion ☐ Fund Raiser ☐ Other (please explain) _____

All Events: A map detailing placement of event (site map) will be required for all events. If you are requesting that any public street be partially closed/blocked off, please contact the City of Bloomington Economic and Sustainable Development Department (812)349-3418. GIS maps are available on line at <http://bloomington.in.gov/maps/>

*A copy of your proposed route must be attached to this application.

5. Event Description? (Please explain and attach a detailed copy of your agenda or planned activities.)

6. Requested Event Location: Park Name: _____

Facilities in park (i.e. shelter, park, grounds, etc.): _____

If event is on park grounds or more than one facility is being used, please provide map showing parking, activity venues, first aid, etc.

7. Requested date(s) and time(s) for event:

Event Activity	Starting Date	Ending Date(s)	Starting Time	Ending Time	Set-up Date/Time	Dismantle Date/Time

(a) Designated date for inclement weather? (rain date) ☐ yes ☐ no

If yes, date: _____

8. Total number of anticipated participants (i.e. volunteers, spectators, walker's, etc.): _____

Peak Attendance: _____ at time _____ ☐ a.m. ☐ p.m.

9. Is this a first time event for you or the sponsoring organization at this location? ☐ yes ☐ no

(a) If not how does this event differ from (a) similar event(s) in previous years(s)?

(b) Attendance totals for last event: Daily _____ Overall _____

10. How do you plan to publicize this proposed event? (If available, please attach a copy of proposed publicity plan or flyer) **PLEASE DO NOT PRINT FOR PUBLICATION UNTIL YOUR EVENT IS APPROVED BY CITY OF BLOOMINGTON PARKS AND RECREATION.** Please list event web site if available.



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11. Will any signs, banners or flyers be hung or posted? ☐yes ☐no

Describe the proposed locations of the banners, etc. (Due to city ordinances regarding signage, additional permission may be needed to hang banners/signs in advance of event. Contact the City of Bloomington Planning Department at (812)349-3423.)

12. Do you plan to erect temporary structures such as stages, tents, booths, tables, or bounce houses, etc. for this event? ☐yes ☐no

(a) If yes, please describe below, including size, capacity, how many, etc. Location of all items must be shown on your site map. **Tents may not be staked without prior approval. All components of vendor display, including tents, umbrellas and signs, must be properly secured on all sides**

Item	Size	Quantity

(b) If contracting with a company that will be providing any of the above, list information below:

Company Name: _____ Contact Person: _____

Address: _____

Telephone Number: _____

Company Name: _____ Contact Person: _____

Address: _____

Telephone Number: _____

13. Is this event open to the public? ☐yes ☐no

14. Please advise what accommodations you are providing for persons with special needs: (parking, transportation, accessibility)

15. Will donations/contributions be accepted during this event? ☐yes ☐no

If yes, please explain how these donations will be generated or collected. _____

16. Will there be an admission charge to attend/participate? ☐yes ☐no

If yes, please explain the type of fee and amount:

Type Fee(s): _____ Fee Amount: _____

17. Do you plan to sell, distribute or give away refreshments and/or merchandise (i.e. food, beverage, T-shirts, CD's, Art, etc.)? ☐yes ☐no

If yes, please explain & list the number of booths expected:

Notice:

*A temporary Food permit must be obtained from the Monroe County Health Department if you are planning to sell food (i.e. hot dogs, nachos, candy, etc.). Any non-profit organization must show proof of non-profit status when applying for permit. For more information, contact Monroe County Health Department at (812) 349-2543. A toilet and hand washing station must be provided (portable or in facility) for anyone preparing/selling food.



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*Bloomington Parks and Recreation will charge a \$25.00- \$35.00 vending fee for each vendor/booth selling food/merchandise and/or any admissions charges or monies collected while on park property.

18. Will there be displays, literature, or other types of solicitation? ☐ yes ☐ no

If yes, please explain: _____

19. Do you request access to the restrooms in the Allison Jukebox Community Center? ☐ yes ☐ no
(There is a minimum charge of \$30/hr to open the Jukebox for restroom use.)

All Allison Jukebox Community Center rentals require a deposit equal to 50% of rental cost

Please check all that is needed:

Activity Rooms (2 available)	Per Hour
Activity Room – Carpet	\$30 - \$50 per hour
Activity Room – Tile	\$30 - \$50 per hour
Restroom only with park use	\$25 - \$45 per hour
Whole Building (including kitchen)	\$50 - \$85 per hour

20. Are you providing additional portable toilets for your event?

How many? _____ Location: (show on site map) _____

Notice: The City of Bloomington Parks and Recreation Department requires you to have 1 (one) rest room facility for every 500 participants. If number needed exceeds what park has available, it will be the organization's/event organizer/s responsibility to acquire the necessary number. Proof of payment will be required with application.

21. Please describe how you plan to remove trash from the event site: _____

Person responsible for clean up: _____

Contact Name: _____ Relationship to organization: _____

Phone Number: _____

Notice: Each organization will be responsible for cleaning the site and bagging all trash. Bagged trash (10 bag maximum) that is placed by a park trash receptacle will be removed by the BPRD at no extra cost. Failure to clean the site and bag the trash may result in the reduction or loss of your security deposit. If an event is deemed large enough to produce more than the 10 bag maximum it will be the event organizers'/applicant's responsibility to obtain additional trash receptacles and/or dumpsters for removal of trash. Overfill of park trash receptacles will also result in the loss of deposit.

Security/Safety:

22. What are your plans for providing security, traffic and/or crowd control: _____

Contact Person: _____

Company Name: _____

Contact Phone Number: _____



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23. What are your parking plans? Overflow Parking? _____

***Vehicles are not permitted to park in the park (including next to shelters). Vehicles found parked in the park will result in loss of damage deposit.**

24. What are your plans for providing emergency/medical services? _____

Event Entertainment:

25 Do you plan to provide musical entertainment for this event? ☐yes ☐no

If yes, please describe: _____

26. Will any type of sound amplifying equipment or devices be used in conjunction with this event?

☐yes ☐no If yes, please list type of equipment

Type of Equipment	Quantity

27. If musical entertainment is used, please list contact information for sound technicians:

28. Do you plan to provide other entertainment for this event? ☐yes ☐no

If yes, please describe or attach copy of your planned program: _____

Notice: The sponsoring organization's Event Coordinator must comply with all City of Bloomington's Ordinances regarding acceptable noise levels. (Please refer to the City's Noise Ordinance, Title 14, Chapter 14.09 of the City of Bloomington Municipal Code.) It is the event organizer's/applicant's responsibility to be in compliance with all federal and state copyrights laws.

*Application for a noise permit must be filed at least six weeks prior to event with the City of Bloomington Public Works. (812)349-3410 (required for both amplified and non-amplified entertainment including public announcements, speeches, etc)

29. Events with animals require additional considerations and Animal Control approval. Are you planning to pursue permission for animals at your event? ☐yes ☐no

30. Are you providing a generator as a power source? ☐yes ☐no

What are the electrical needs for the event?: _____

31. Are there any special provisions pertaining to your event that have not been addressed on this application: _____



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Due with Application

☐ Application Fee: \$25/non-refundable \$ _____

**To be completed by Bloomington Parks and Recreation Staff
Renters will receive an invoice for total amount due**

Fees, Charges and Deposits Schedule:

☐ Permit Fee: \$150/day \$ _____
☐ Deposit: \$75/day/refundable \$ _____
☐ Vending: \$25-\$35/day per vender selling
food/merchandise/fundraising \$ _____
☐ Alcohol Vending Fee: special permission required \$ _____
☐ 3rd St. Stage Fee: \$125/day, \$100/day for non-profit
☐ With theatrical lights \$156/day, \$125/day for non-profit \$ _____
☐ 3rd St. Stage Deposit: \$50/day \$ _____
☐ Shelter Fee(s): \$ _____
☐ Mobile Stage: Requires additional application \$ _____
☐ Set-up Fee: 50% of base event day rent per day \$ _____
This fee will be charged for any set up that is done
prior the day of the event.
☐ Tear-down Fee: 50% of base event day rent per day \$ _____
This fee will be charged for any equipment, rental or
personal, left on park property. (Incl. Sundays)
☐ Staffing: \$20-30/hour \$ _____
Any event requiring BPRD staff to remain on site
during the event.
☐ Other charges: \$ _____
Associated with supervision or rental of buildings
(i.e. Allison Jukebox Community Center)
☐ Misc. (additional charges as deemed necessary due to \$ _____
size and scope of event and impact on park/facility)

City of Bloomington Parks and Recreation Department Special Event Application **(PARK USE ONLY)**

Date Received: _____ Fees Charged: _____
Partnership: _____ Parks Event: _____ Permit #: _____

Scheduled for Special Use Meeting Date: _____ Approved: _____

City of Bloomington contact person: _____

Telephone Number: _____ Fax #: _____

E-mail: _____